

**RULES  
OF  
TENNESSEE BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

**CHAPTER 0660-10  
CONTINUING EDUCATION**

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**0660-10-.01 PURPOSE.** The Tennessee State Board of Funeral Directors and Embalmers is authorized by T.C.A. §62-5-203 to establish continuing education requirements and standards for funeral directors and embalmers. The purposes of this chapter are to prescribe the basic continuing education requirements for present and future funeral directors and embalmers and to establish standards by which continuing education programs will be evaluated for the awarding of credit for participation in such programs or other continuing education activities.

**Authority:** T.C.A. §62-5-203 and 62-5-601. **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999.

**0660-10-.02 DEFINITIONS.**

- (1) “Board” means the Tennessee State Board of Funeral Directors and Embalmers;
- (2) “Licensee” means any person who holds a license issued by the Tennessee State Board of Funeral Directors and Embalmers;
- (3) “Licensing period” means the period of time that a funeral director’s or embalmer’s license is in effect in Tennessee;
- (4) “Sponsor” means any person, organization, association, company, institution, or other entity who wishes to develop and present a continuing education program.

**Authority:** T.C.A. §62-5-203. **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999.

**0660-10-.03 CONTINUING EDUCATION REQUIREMENTS.**

- (1) As a prerequisite to license renewal, each licensee shall submit with the license renewal application satisfactory proof of having completed a minimum of ten (10) hours of continuing education coursework during the licensing period. All coursework must be approved by the Board for credit to be awarded.
- (2) Continuing education credit may be obtained by licensees through attendance at only those continuing education courses which have been approved by the Board.
- (3) Licensees may not carry-over continuing education hours from one licensing period to the next.
- (4) The requirements of this chapter do not apply to new licensees during the first licensing period.

**Authority:** T.C.A. §§62-5-203, 62-5-601(c), 62-5-601(e), 62-5-601(f), and 62-5-601(g). **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999.

**0660-10-.04 QUALIFYING CONTINUING EDUCATION PROGRAMS.**

- (1) In order to qualify for credit toward satisfaction of the requirements of rule 0660-10-.03, a continuing education program must be a structured program which contributes directly to the professional competence of the licensee.
- (2) Programs may be considered by the Board for the award of continuing education credit and qualified for approval if:
  - (a) An outline is prepared by the sponsor and preserved;
  - (b) The content of each presentation is well organized and presented in a sequential manner;
  - (c) The program is at least one (1) hour (1 credit hour = 50 minutes) in length;
  - (d) A record of registration of attendance is maintained by the sponsor;
  - (e) The program contributes directly to the advancement and extension of professional knowledge and skill in the practice of funeral science;
  - (f) The program is conducted by individuals considered experts in the subject matter of the program by reason of their education, training or experience;
  - (g) The program is available to all funeral directors and embalmers licensed in this state; and
  - (h) The program addresses one or more of the following subjects: ethics, communications, sociology, psychology, funeral directing, business law, business management, funeral service law, funeral merchandising, accounting, embalming, restorative arts, cremation, microbiology, pathology, chemistry, anatomy or any other subject approved by the Board.
- (3)
  - (a) Program sponsors shall submit a program schedule and outline to the Board, which must be received by the Board not less than sixty (60) days prior to the date of the program. Such schedule and outline shall include the following information:
    1. The name of the course;
    2. The name of the sponsoring organization;
    3. The objectives of the program;
    4. The length (in hours) of the program and the date(s) on which the program will be presented;
    5. The names, educational backgrounds and relevant qualifications of all instructors or speakers participating in the program;
    6. The location(s) at which the program will be presented; and
    7. The name and address of the person authorized by the sponsor to certify attendance.
  - (b) The Board may grant leave to amend a program schedule and outline upon receipt of a proper application therefor. Such application must be submitted pursuant to paragraph (3)(a) of this rule, and must be received by the Board not less than thirty (30) days prior to the date of the

(Rule 0660-10-.04, continued)

program. Such amendment shall identify the program to which it refers and shall contain a description of the purpose and substance of the amendment. In evaluating any such application for amendment, the Board may consider:

1. The occurrence of any material change of law or fact after the submission of the original program schedule that affects the subject matter of the program;
  2. The desirability of adding any particular speaker or means of instruction which had been unavailable at the time the original program schedule was submitted;
  3. The inability of a scheduled speaker to participate due to reasons unforeseen at the time of the submission of the original program schedule; or
  4. Any other reason not foreseeable at the time of the submission of the original program schedule which would result in undue hardship to sponsors, producers, customers or other participants unless the program were amended.
- (4) (a) Upon receipt of a program schedule and outline as required by this rule, the Board shall notify the program sponsor of approval or disapproval of the program no less than thirty (30) days prior to the scheduled date of the program. Any notice of disapproval shall state the reason(s) therefor.
- (b) Upon receipt of any proposed amendment to a program schedule and outline submitted in accordance with this rule, the Board shall notify the program sponsor of approval or disapproval no less than ten (10) days prior to the scheduled date of the program. Any notice of disapproval shall state the reason(s) therefor.
- (5) Subject to compliance with paragraphs (1), (2), and (3) of this rule, continuing education hours for credit may be obtained in programs offered in the following formats:
- (a) Cassette and audiovisual presentations;
  - (b) Professional seminars;
  - (c) Courses at accredited mortuary schools;
  - (d) Programs sponsored by professional associations and organizations recognized by the Board;
  - (e) Correspondence courses which require an examination;
  - (f) Continuing education television or video series; or
  - (g) Other program formats approved by the Board.
- (6) Sponsors of continuing education programs shall be responsible for obtaining from the Board approval for their respective continuing education programs prior to the dates on which such programs are to be presented.
- (7) Continuing education credit allowed under T.C.A. §62-5-604 for service by a licensee as an instructor, discussion leader, or speaker will not be allowed for repeated presentations by the licensee unless the presentation has been substantially revised.

(Rule 0660-10-.04, continued)

- (8) The Board may maintain a list of sponsors providing programs which satisfy the continuing education requirements for licensees. This information may be made available to any licensee upon request.

(Rule 0660-10-.04, continued)

**Authority:** T.C.A. §§62-5-203, 62-5-603, 62-5-604, 62-5-605, and 62-5-606. **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999. Amendment filed August 29, 2002; effective December 27, 2002.

#### **0660-10-.05 DUTIES OF PROGRAM SPONSORS.**

- (1) The sponsor shall keep detailed records of each continuing education program. The records to be maintained shall include:
  - (a) The date and location of the program presented;
  - (b) The name and qualifications of each instructor or presenter;
  - (c) A registration form showing the printed names, signatures and license numbers for all licensees in attendance; and
  - (d) A written outline of the program agenda.
- (2) Approval of any continuing education program may be withdrawn by the Board if the sponsor of such program fails to comply with the provisions of this chapter.
- (3) Each licensee shall, when making application for license renewal, submit on a form prescribed by the Board a signed statement setting forth the continuing education programs in which the licensee has participated during the licensing period. Such licensee shall retain documentation supporting such statement for a period of three (3) years subsequent to the date of submission.
- (4) If any continuing education hours claimed in a statement submitted by a licensee pursuant to paragraph (3) of this rule are disapproved, the Board shall notify such licensee of the reason for such disapproval. The Board may allow a period of time not to exceed one hundred eighty (180) days for the correction of any deficiencies.
- (5) Within thirty (30) days of the conclusion of a continuing education program, the sponsor shall submit to the Board documentation identifying the program and listing the attending licensees. Failure to comply with this requirement may result in the Board's disallowance of credit for such program.

**Authority:** T.C.A. §§62-5-203, 62-5-605(3), 62-5-609, and 62-5-611. **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999.

#### **0660-10-.06 WITHDRAWAL OF APPROVAL.**

- (1) Any changes made to a program by the sponsor after approval is granted must be approved by the Board. Failure of the sponsor to obtain approval of changes in a program shall be grounds for withdrawal of approval of the program by the Board.
- (2) Approval of any continuing education program may be withdrawn by the Board if the program fails to comply with the relevant statutes or the provisions of this chapter.

**Authority:** T.C.A. §§62-5-203 and 62-5-611. **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999.

#### **0660-10-.07 EXTENSIONS OF TIME.**

(Rule 0660-10-.07, continued)

- (1) The Board may, upon written request by the licensee, extend for reasonable and just cause, the time within which the licensee must comply with the requirements of this chapter.
- (2) Any licensee who is granted an extension of time under this rule shall remain subject to the provisions of this chapter and shall note such extension on any report or correspondence thereafter submitted until such time as the extension expires or until the licensee meets the continuing education requirements for license renewal.
- (3) Any request for an extension of time shall be submitted for consideration by the full Board.

**Authority:** T.C.A. §§62-5-203 and 62-5-601. **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999.

**0660-10-.08 FAILURE TO OBTAIN REQUIRED CONTINUING EDUCATION.**

- (1) A licensee who is not granted an extension and who fails to obtain the required number of continuing education hours prior to the expiration date appearing on the license shall be denied renewal until the Board receives documentation that the licensee has obtained the required continuing education.
- (2) A licensee who is not granted an extension and who fails to obtain the required number of continuing education hours prior to the expiration date appearing on the license shall not engage in any activity which requires a license until or unless the Board renews the license after the licensee demonstrates that all requirements for renewal, including the continuing education requirements and payment of all applicable late fees, have been met.

**Authority:** T.C.A. §§62-5-203, 62-5-601(c), and 62-5-610. **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999.

**0660-10-.09 RECIPROCITY.** The Board may recognize for continuing education credit attendance by licensees at continuing education programs in other states so long as the program is recognized and approved by the appropriate governmental agency of that state. Licensees claiming credit for attendance at continuing education programs in other states shall comply with all reporting requirements of this chapter.

**Authority:** T.C.A. §§62-5-203 and 62-5-602. **Administrative History:** Original rule filed May 28, 1999; effective August 11, 1999.